Approved For Release 2001/08/21: CIA-FIDD79 21, 10A000900050037-9

Executive Regulary

2 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT:

Proposed Change 2 to Handbook
TRAVEL PROCESSING GUIDE

25X1A

25X1A

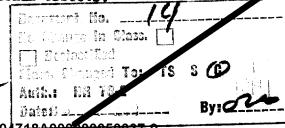
1. The subject proposed Change 2 is hereby submitted for authentication. The subject Change is proposed in order to incorporate into Agency Regulations policies adopted by the State Department in regard to ship accommodations and weight and time limitations involved in the shipment of household goods and personal effects.

25X1A

2. Paragraphs effected by the proposed change are as follows:

- a. Section I, paragraph 5 has been revised to include the required information for the traveler in connection with ocean travel. This paragraph establishes new criteria concerning the use of first-class and cabin-class accommodations for ocean travel. Subparagraph 5b(2) provides for and specifies the ships on which cabin-class accommodation shall be used. Faragraph 5c also charges the individual traveler with the ultimate responsibility of correct performance of travel.
- b. Section III paragraph 21b has been revised to include the new weight and volume limitations authorized for the transportation of personal effects and household goods on a permanent change of station to other than emergency areas. The effective date to be inserted in this paragraph will be the date of publication.
- c. Section III paragraph 21f was revised at the request of the Personnel Office to reflect the current address to be used by dependents in contacting the Agency regarding shipping arrangements of household goods and personal effects.

d. Section III 21g establishes the new time limitation on the shipment of household goods and personal effects.



Approved For Release 200 Hea/21 CIA-RDP78-04718A000900050037-9

## SECKET Approved For Release 2001/08/21 : CIA-RDR78-04718A000900050037-9

25X1A 4. The publication of subject Change was requested by the Chief of Logistics and concurrences have been obtained from the following offices: Inspector General Deputy Director (Administration) Personnel Director Comptroller Auditor-in-Chief General Counsel Security Office Deputy Director (Intelligence) Assistant Director for Communications Chief of Administration, DD/P Director of Training 5. You are advised that the changes mentioned in paragraph 1 above 25X1A and have 25X1A and Change 2 have been incorporated been submitted to DD/P for authentication. 25X1A9a Special Assistant to the Deputy Director (Administration) Attachment 25X1A Change 2 Proposed

SA/DD/A - IH/nda